

3205 - REAL ESTATE ECONOMIST

NATURE OF WORK

This is professional level work involving a wide variety of responsibilities in development and redevelopment activities, most including marketing, promotion and packaging of real estate and economic development projects throughout the City. Duties are mostly project-specific in nature and involve undertaking market analyses, financial projections, drafting Request for Proposals for some of the City's most significant development projects including the Convention Headquarter Hotel and the Multiplex Movie Theater complex, developing loan assistance programs for hotel rehabilitation and meeting with potential developers and investors interested in opportunities on Miami Beach.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Prepares reports and other written assignments including all correspondence
Coordinates on-going development initiatives and other projects
Prepares and monitors State and Federal grant applications and programs
Meets with potential developers and investors
Coordinates and attends special hearings, presentations, trade shows and other public events
Prepares and monitors hotel loan program
Creates computer applications in Lotus and dBASE to facilitate City wide projects, including the computation and monitoring of tax increment and special assessment taxing districts
Prepares State and Federal grant/program applications, monitors State programs as the Enterprise Zone and Safe Neighborhood programs.
Writes and updates various statistical and information guides concerning the City as well as writing articles and news releases for various publications including the South Florida Business Journal, the Miami Review, the Council for Urban Economic Development (CUED) magazine and the Urban Land Institute, and, writes speeches and slide-show scripts for the City Manager.
Performs research and analysis
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of real estate development and economics.
Knowledge of business, financial management, legal, administrative and procedural regulations relating to commercial business development and operations.
Ability to evaluate local, state and federal government programs for applicability to business development activities, especially funding sources for business development and retention.
Knowledge of techniques and procedures of research, analysis, and preparation of data, especially computer-assisted technical analysis of commercial data and business development issues.
Knowledge of sources and availability of current information needed for research assignments.

3205 - REAL ESTATE ECONOMIST

Ability to exercise sound judgment in analyzing marketing facts and trends.

Ability to follow complex verbal and written instructions.

Ability to communicate effectively, both verbally and in writing.

Ability to make effective presentations in a group or individual setting.

Ability to work effectively with fellow employees, private sector representatives and officials from other governmental agencies.

MINIMUM REQUIREMENTS

Bachelor of Science degree in Business or Public Administration, Planning, Finance, Economics or a related field; and considerable experience in economics and real estate development; or equivalent combination of training and experience. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Work is performed under general supervision and wide latitude for the exercise of independent judgment. General and specific assignments are generally received from and reviewed by an Assistant City Manager.

SUPERVISION EXERCISED

Usually none.

Rev. 11/98